

27 October 1954

MEMORANDUM FOR: Deputy Director (Administration)

ATTENTION

:

STATINTL

VIA

:

Assistant Director for Collection and Dissemination *JKW*

FROM

:

CIA Classification Control Officer

SUBJECT

:

Check-list on Fulfilling the Requirements of the Executive Order 10501

A. ACCOMPLISHMENTS: If official inquiry were made of the Agency as to the action taken to fulfill requirements of the Executive Order we could say:

1. Requirement: TO ELIMINATE USE OF RESTRICTED

- a. All offices have been notified to eliminate the use of RESTRICTED.
- b. They have been notified to discard the RESTRICTED stamps and the SECURITY INFORMATION stamps.
- c. All offices which produced publications which may have been marked RESTRICTED were asked to review and regrade their material. This has been done.
- d. Logistics Office was notified not to make any new rubber stamps with RESTRICTED or SECURITY INFORMATION appearing thereon.
- e. Printing and Reproduction Division was advised not to print any CIA publication using either phrase.
- f. To the best of our knowledge nothing was so stamped after 15 December 1953.

2. Requirement: TO SPECIFICALLY DESIGNATE PERSONS AUTHORIZED TO CLASSIFY INFORMATION

- a. A CIA Classification Control Officer has been designated.
- b. Assistant Classification Control Officers have been designated in the various components. They are responsible for classification activities in their area of jurisdiction.
- c. Responsible employees have been specifically designated in most of the offices by the Assistant Classification Control Officers or Operating Officials for the purpose of determining original classifications. All offices have been notified of this requirement.

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3. Requirement: TO DESIGNATE PERSONS RESPONSIBLE FOR A CONTINUING REVIEW OF CLASSIFIED MATERIAL

- a. Some offices have designated persons responsible for the continuing review of classified material for downgrading purposes. All offices have been notified of this requirement.

4. Requirement: TO NOTIFY RECIPIENTS OF ANY CHANGE IN CLASSIFICATION

- a. An index has been established for a central record in the Agency of any change in classification.
- b. A system of periodic notification has been established in the form of Regrading Bulletins to inform recipients of changes in classification. To date six bulletins have been issued.

5. Requirement: TO DESIGNATE PERSONS TO MAINTAIN ACTIVE TRAINING AND ORIENTATION PROGRAMS REGARDING CLASSIFICATION

- a. A memorandum of Guidance for the Classification of Documents has been issued to each Assistant Classification Control Officer, in a quantity to permit further distribution to appropriate personnel.

6. Requirement: TO AUTHORIZE PERSONS TO ESTABLISH ADEQUATE AND ACTIVE INSPECTION PROGRAMS FOR THE EFFECTIVE ADMINISTRATION OF THE ORDER

- a. The Director of Security and the CIA Classification Control Officer have been designated to establish an active inspection program.
- b. To date only one survey has been made of the various components of the Agency. This was accomplished through the Assistant Classification Control Officers.

B. INSTRUCTIONS ON CLASSIFICATION: If official inquiry were made of the Agency as to how Agency personnel were notified about classification matters we could say:

1. Agency Notice.
2. Information Bulletin to all Assistant Classification Control Officers.
3. Regrading Bulletins.
4. Agency Regulations - (The CIA Classification Control Officer with the assistance of the Security Office has rewritten the pertinent regulations. They are currently in the final drafting stage.)

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5. Oral instruction by the CIA Classification Control Officer.

C. STEPS REMAINING TO BE TAKEN: If official inquiry were made of the Agency as to what remains to be done in order to comply with the Executive Order we could say:

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1. Publish R Classification of Official Information.
2. Publish R Transmission and Control of Official Information.
3. Develop an indoctrination program for persons participating in the Classification Control Network.

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